

Higgs Beach Park Planning Committee Meeting / Minutes
6/4/09 Harvey Government Center 3:00 pm – 5:00 pm

Present: Commissioners Heather Carruthers and Teri Johnston, Michael Behmke, Dent Pierce, Richard Hatch, Roger McVeigh, Annette Liggett, Eric Holowacz, Sam Holland, Maggie Gutierrez, Jane Dawkins, Don Craig, Johnny King, Carol Schreck (Aide to Commissioner Carruthers)

I. Introductions

II. Agenda approved

III. 4/30/09 minutes approved (Don Craig moved / Eric Holowacz seconded)

IV. Comments from the Chair

- Success with DAC 1 approving projects under the Special Beach Fund at the 3/20/09 DAC 1 meeting. Specific projects funded at this meeting are:

Restroom renovation	\$120k	Signage	\$2k
Seawall patching	\$10k	Landscaping	\$50k
Crosswalk & Striping	\$10k	Beach replenishment (sand)	\$10k
Call boxes	\$1k	Recycle Center	\$3k

Projects not specifically funded at this time are the drainage / water quality and contingency requests. These monies, totaling just over \$195k will be placed in a designated Higgs Beach fund, available through DAC 1 when complete details are determined.

- DAC 1's recommendation will go before the Tourist Development Council (TDC) for final approval at their 6/9/09 meeting at Beachside, Key West
- The Planning Committee must keep in mind that DAC 1 will be interested in seeing continued progress on the Higgs Beach improvements. The Committee must continue to demonstrate its ability to get things done.
- As stimulus to the private sector, and due to limited staffing, most projects will be sub-contracted out, with County Public Works (Johnny King) acting as General Contractor.

V. Friends of Higgs Beach (non-profit)

- Roger McVeigh reminded the Planning Committee of the costs and administrative tasks associated with filing and maintaining non-profit status (minutes, meetings, filings, bookkeeping, etc.)
- There was further discussion as to the role, function, and possible programs and services of the Friends of Higgs Beach, once it has been established as a separate 501c3 charitable organization. It was agreed that the primary functions could include:
 - Soliciting and securing private, corporate, government and foundation funding for the improvement and enhancement of the park
 - Assisting in and / or presenting civic events and special community uses of the park, such as concerts, sporting tournaments, etc.
 - Serving as a non-profit umbrella, or fiscal agent, for informal community groups wanting to organize and produce events and/or fund park capital improvements
 - Coordinating a volunteer pool of park friends, to assist in the beautification, promotion, and community enjoyment of the facilities

- Designing a membership based organization
- MOTION: (Heather Carruthers moved / Don Craig seconded – Motion PASSED)
To create a committee to formulate bylaws and identify initial board members for creating a 501c3 non-profit and to report back to the Planning Committee with recommended board structure and names of nominees within a month's time.
Committee: Michael Behmke, Richard Klitenick, Maggie Gutierrez, Roger McVeigh and Annette Liggett

VI. Update / Review Project proposal for DAC 1 Special Beach Funds

- Seawall repair: Temporary fix while Public Works seeks funding through FEMA mitigation grant for renovation of entire wall. This may require a 25% match
- Restroom renovation: Seek County Administrator's authorization to extend current ADA consultant contract to include assistance with the design and code specifics
- MOTION: (Don Craig moved, Roger McVeigh seconded / Motion PASSED)
Committee directs Public Works to use funds, once approved by TDC, to move forward with all approved Higgs Beach Park beachside projects, with the exception of the restrooms and recycle center. Public Works is to bring all design elements of the restrooms and recycle center back to the committee for review within 1 month of this meeting.
[Correction as of 7/9/09 meeting: Public Works only to bring design of recycle center]

Update / Review TDC application submission

- County Public Works submitted a Capital Improvements application to TDC seeking the balance of funds (\$87,500) required for the Higgs Beach Park Master Plan. The summary of the project was distributed at the meeting and is recorded below.

PROJECT SUMMARY: The renovation, improvement, and development of the Higgs Beach Park and its sports, zoological and nature center components. These funds will finance a Master Plan of the project and will include required environmental surveys, water quality analysis, identification of future funding sources and preliminary drawings.

VII. Master Plan
RFP Process

- MOTION: (Don Craig moved / Eric Holowacz seconded / Motion PASSED)
To request the BOCC's approval for issuing a Request for Qualifications (RFQ) for the Higgs Beach Master Plan.

Terms of RFQ to be addressed at a follow-up meeting

Planning Committee's priority list

- Due to time constraints, Michael Behmke will be emailing the general list of suggested projects, based on public input, for members of the Planning Committee to rank in order of priority.

MOTION to adjourn made by Eric Holowacz / seconded by Roger McVeigh. Meeting adjourned.